

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ACCESSIBILITY COMPLIANCE OFFICER

LOCATION: STATEWIDE

JOB REQUISITION: 2102

DEPARTMENT STATEMENT

The Accessibility Compliance Officer position with the Office of Court Construction Management (OCCM) of the Administrative Office of the Courts (AOC) will plan, conduct, and oversee audits, investigations, surveys, and contractors involving accessibility at court facilities; make recommendations for improvement; and function as subject matter experts in the area of accessibility for persons with disabilities and for those with special needs.

RESPONSIBILITIES:

- Develops policies and procedures related to accessibility;
- Reviews architectural plans and specifications to ensure compliance with accessibility regulations and branch policies;
- Investigates and reports on complaints of noncompliance;
- Designs, conducts, and reports on reviews, surveys, and self-evaluations of accessibility at branch facilities;
- Makes recommendations, including transition plans, based upon audits and other surveys
- Plans and monitors improvements for accessibility to court facilities;
- Develops RFPs and contracts for accessibility surveys, design, and other related services, manages and oversees contract performance;
- Prepares technical reports, including data interpretation;
- Makes presentations regarding accessibility regulations and branch policies and compliance status to internal and external groups;
- Reviews applicable technical texts, journals, and State, federal and local regulations governing accessibility, and determines applicability to the branch;
- Develops education programs, in conjunction with the Education Division, related to accessibility for branch staff and consultants;
- Evaluates and recommends disability accessibility-related products and practices;
- Establish and maintain effective working relationships with those contacted in the course of the work, including members of the judiciary, members of the public, allied members of federal, state, and local agencies, staff members, and vendors, including bargaining unit employees;
- Coordinates with the Division of State Architect Accessibility Compliance Unit;

- Travels frequently to various court locations, statewide, to assess compliance with accessibility regulations; and
- May be required to travel out-of-state on a very limited basis and work occasional evening and weekend hours.

QUALIFICATIONS

A valid California driver license.

AND

Graduation with Bachelor's degree from an accredited college or university with major work in architecture, planning, engineering, urban planning, public administration or a closely related field, and three years of professional experience in a related field is required.

Professional experience should include knowledge of: architectural and building materials, construction methods, costs, and codes, state, federal, and local regulations pertaining to accessibility, including the ADA Accessibility Guidelines, and collection, analysis, and presentation of data related to accessibility including accessibility reviews of existing and new facilities.

Professional experience should include the ability to: analyze existing buildings, architectural plans and specifications for building accessibility and usability by persons with disabilities to make recommendations, plan and evaluate the work of consultants and contractors, work cooperatively with individuals, advocacy groups, persons with disabilities, courts, and governmental agencies on accessibility issues, and develop and motivate effective work teams to meet goals and objectives to provide customer services in the most effective and efficient manner.

Additional directly related experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree or certification may substitute for one year of the required experience.

DESIRABLE QUALIFICATIONS

The ideal candidate will possess the ability to prepare a comprehensive strategic program for compliance management and implementation, prepare an accurate program budget, and develop consensus among a group of varied interests.

HOW TO APPLY

This position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Facilities (architect/engineer)", and search for Job Req #2102, Accessibility Compliance Officer. This position requires the submission of our official application.

OR

To obtain a printed application, please visit:
 Administrative Office of the Courts
 455 Golden Gate Avenue, 7th Floor
 San Francisco, California 94102-3688
 415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFIT(S)

SALARY RANGE:

\$5,850 to \$7,109 per month San Francisco
 (Starting salary may vary between \$5,850 and \$6,435 per month)

\$5,549 to \$6,743 per month Sacramento
 (Starting salary may vary between \$5,549 and \$6,104 per month)

\$5,686 to \$6,909 per month Burbank

(Starting salary may vary between \$5,686 and \$6,255 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer